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17 May 1956

MEMORANDUM FOR: Director of Training

SUBJECT : Reading Improvement Instruction.

REFERENCE : Memo dtd 2 Apr 56 to DD/S fr A-D/Trg, subj:
"Reading Improvement Instruction for Se-
lected Agency Personnel."

1. I am returning herewith your memorandum of 2 April 1956 in which you advise that the Director has expressed the opinion that reading improvement instruction should be a part of the basic training of all new personnel of the Agency.

2. It is the Director's policy to avoid increases and to reduce if possible the number of personnel we now have in headquarters. I therefore believe that the present personnel authorization for the Office of Training should be adequate to carry out an effective training program. The Reading Improvement Program should be considered along with all other training requirements and take its place in accordance with well thought out priorities. As I have advised you in another memorandum, however, I question the wisdom of taking four people from this Program at a time when the Director has expressed his interest in it and at the same time asking for an increase of four people in order to carry out the Director's wishes.

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Next Review Date: <u>1989</u>
Auth.: HR 70-3
Date: <u>15/1/79</u> By: <u>009</u>

/s/

L. K. WHITE
Deputy Director
(Support)

1 Att: Referenced memorandum

DD/S:LKW:laq

Distribution:

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